

MANAGEMENT SERVICES TECHNICIAN

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: August 27 and 28, 2001

Collective Bargaining Identification: R01

Job Analysis Conducted By: Lisa D. John, Staff Services Analyst
Carol MacMillan, Staff Services Analyst

Number of Incumbents: There are 26 1/2 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated May 31, 2001.

Names of the Subject Matter Expert(s) and their background:

Jolaine Beers	Staff Services Manager I, Facilities and Business Management Division, Department of Corrections
Fran Imai	Staff Services Manager I, Facilities and Business Management Division, Department of Corrections
Natalie Clark	Management Services Technician, Prison Industry Authority
Sandy Kaufman	Management Services Technician, Prison Industry Authority
Diane Speer	Staff Services Analyst, Mule Creek State Prison
Jean Weiss	Staff Services Analyst, Mule Creek State Prison (Assisted with creating the task statements on August 27 th , 2001 only. She has never held the position of MST nor did she supervise a MST.)

The above subject matter experts remained the same during the entire job analysis process except Jean Weiss for the reasons noted above.

MANAGEMENT SERVICES TECHNICIAN INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- Personnel Examining Section History File
- Personnel Operations History File
- Personnel Operations Analyst's File
- Duty Statements from Centralized Testing Unit, Psychiatric Services Department, and Mule Creek State Prison. The Management Services Technician classification is used statewide.
- Job Opportunity Bulletins from various departments obtained through State Personnel Board's internet VPOS.
- State Personnel Board job specification